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Energy Efficiency Compliant Products – EEPLIANT2

(Carried out under EU Grant Agreement N° 752591)

Call for Tender for Test Laboratories: Networked Connected Equipment

25 July 2018

1. Background

PROSAFE is an international non-governmental organisation established in 1991 by market surveillance officers from various countries throughout Europe. Its main aim is to contribute to the safety of products and services by promoting best practices in market surveillance. Since 2006, PROSAFE has established itself as the organising and coordinating body for Joint Market Surveillance Actions in Europe. PROSAFE's official name is "Stichting PROSAFE". It is a foundation under Dutch law.

PROSAFE's main task is to coordinate Joint Actions. Each Joint Action comprises a number of work packages that target specific product groups, and a number of activities aiming at developing methods and best practices.

In 2017, PROSAFE became the coordinator for the Energy Efficiency Compliant Products 2 – EEPLIANT2. The Action started in September 2017 and will end in February 2020. Work Package 5 (WP5) of the Joint Action addresses networked equipment that falls within scope of the EC Standby Regulation. This call provides an opportunity to tender for the associated testing programmes. Testing will consist of measuring product power demands and undertaking supplementary investigations into the potential for products' performances to be modified after having first been placed onto the EU market.

The party responsible for any contracts arising from this tender is PROSAFE. The PROSAFE Office handles the financial and project administration of the EEPLIANT2 Joint Action. PROSAFE's Executive Director is responsible for the general and financial management

The technical activity of EEPLIANT2 falls under other roles and responsibilities:

1. A Project Leader for the overall EEPLIANT2 Action is responsible for the performance, reporting and coordination of the EEPLIANT2 management team covering all of the Work Packages;
2. Member State representatives are appointed as Work Package Leaders, including one responsible for the activity on Network Connected equipment (under WP5)
3. The Work Package Leader is supported by an external consultant facilitator: Jonathan Wood for Work Package 5. The facilitators are responsible for the daily coordination of the Work Package.

An important part of the EEPLIANT2 project is the testing of products for compliance with the relevant energy labelling and ecodesign regulations, which requires testing of products to the appropriate European standard in accredited test laboratories. The products to be tested are selected, bought and delivered to the laboratories by the EEPLIANT2 project team.

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For operational, capacity and technical reasons, it is expected to appoint two or more laboratories to carry out the joint programme of work. The laboratories appointed will be encouraged to cooperate and share experience to maximise positive outcomes from the project, including development of sustainable expert capacity in the sector.

2. Overview of the tender

This tender covers energy efficiency testing programmes under the Network connected product group:

> **Lot 1: Network connected equipment** as subject to COMMISSION REGULATION (EC) No 1275/2008 (ecodesign) and the associated amendment COMMISSION REGULATION (EU) No 801/2013

Further details of the exact scope of products to be tested and tasks under the Lot are provided below, along with additional assumptions and requirements.

Bids are invited from individual laboratories and from consortia of test laboratories.

In order to be considered, Tenderers must meet all of the Qualification Criteria. Please check these requirements carefully and ensure that your bid explicitly addresses how each of these criteria are met.

Qualifying bids will be entered into a shortlist for further assessment to obtain the most advantageous bid based on overall delivery and best value.

Bids will be assessed according to the assessment criteria set out in the relevant section below.

3. Qualifying criteria

These are minimum qualifying criteria that must be met by tenderers in order for their bid to be considered. Compliance with each should be explicitly confirmed and if necessary explained in the tender.

(Note: Assessment criteria to rank bids are given separately in a later section).

Accreditation

1. The results of this testing will be used by market surveillance authorities to assess the compliance of equipment with regulations; results may have to be used to support legal action. For this reason, authorities must be able to demonstrate full legal confidence in results. Therefore, accreditation according to EN 17025:2005 or EN 17025:2017 is required, as well as accreditation for the relevant test method(s) (i.e. EN 50564:2011, EN 50643:2018 and EN 303 423 V1.1.1 (2017-04)). Accreditation is also required for other testing required by the relevant regulation(s), such as for low voltage power supplies (i.e. EN 50563:2011+A1:2013). If a bid relies on accreditation to a similar test method, then this must be justified clearly in the proposal. The scope of competence and management systems active at the laboratory shall fully comply with EN 17025 accreditation and shall include, but is not limited to, control of:

    - Competence of staff, particularly in their allocated tasks;
    - Supervision of staff undergoing training;
    - Laboratory facilities for testing and calibration shall be such as to facilitate correct performance of the tests and/or calibrations according to the relevant standard(s);
    - All equipment shall be calibrated as necessary to fully meet the relevant standard(s);
    - Adequate supervision of testing and calibration staff by persons familiar with methods and procedures, purpose of each test and/or calibration, and with the assessment of the test or calibration results;
    - Procedures in place and followed for proper processing, storage, maintenance and disposal of quality and technical records;
    - Procedures to securely protect and backup records and prevent unauthorized access or amendment;
    - Procedures for task requests, including verification of necessary capability, resources and full compliance of work within the contract, reporting to an Activity Coordinator.

Absence of conflict of interest

2. Absence of conflict of interest in assessing products from any supplier or potential supplier to the EU market. Any potential or perceived conflicts must be noted in the proposal, with details on how this is managed. This is essential because the results of testing may be used by authorities to follow up non-compliance, including legal proceedings.

Right to witness testing

3. One or two representatives of PROSAFE and/or the Market Surveillance Authority will be permitted to witness any given test by prior arrangement, also a representative of the manufacturer of the model under test may witness appropriate parts of set up or testing under supervision of test Laboratory personnel.

Location and co-location of staff

4. All testing of the supplied products to be carried out in a laboratory or laboratories situated within the EU or EEA. The tenderer must explain if the testing will be conducted in a different location /country to that of the office submitting the bid, or if carried out at more than one laboratory location across the consortium.

5. The laboratory shall have the necessary managerial and technical personnel based at the laboratory site for the duration of testing; those staff shall have the authority and resources needed to carry out the testing and reporting.

Subcontracting

6. The laboratory or consortium must include capability and capacity to carry out the testing services without the need to subcontract any testing outside of the consortium. If a specific skills or capacity gap becomes apparent after the work has been commissioned (for example, if it was not envisaged in the specification), the laboratory must ask for permission from the PROSAFE Executive Director before any such sub-contracting can be considered.

Experience

7. Recent experience of testing relevant or very similar products to the required EN standards, including classification of products and interpreting test results for establishing compliance with relevant ecodesign regulations. The relevant testing experience shall be held within the specific laboratory to be used for testing of the products or held by a member(s) of staff that will undertake the testing at the specific laboratory to be used for testing of the products.

Capabilities

8. Fluent in English for technical discussions and reporting.

9. All necessary equipment to test to the relevant standard(s) for which all necessary equipment meets the requirements set out in the relevant standard(s).

10. Ability and willingness to host a visit of EEPLIANT2 project staff to see test chambers and discuss details with technical staff as part of the final stage of the assessment process before award of contract(s).

11. Ability and willingness (if it becomes necessary) to provide additional technical services directly to EU Member State market surveillance authorities for work relating to the testing tasks in this specification or to other tasks. Any such work would be separately quoted and contracted.

12. Willingness to participate in discussion of results with other laboratories to develop common good practice approaches as a learning exercise for all participating test laboratories during the testing programme.

13. Flexibility to agree a reporting format (template and content) as required to meet the reasonable consensus requirements of Authorities.

Storage of products

14. Store each product securely until collection by PROSAFE by arrangement or until permission is given by PROSAFE in writing for its disposal. This longer-term storage does not have to be at the laboratory. Storage could be required for 24 months or more in total to allow for completion of any resultant court case but any storage beyond the end of the EEPLIANT2 Grant Agreement (which means beyond February 2020) will be by separate contract organised between the laboratory and the relevant authority.

Confidentiality

15. The laboratory must be willing to hold test results in confidence and undertake not to release or discuss any information about testing or any test results with any manufacturer or other party unless explicitly agreed with the relevant market surveillance authority.

Acceptance of PROSAFE standard terms

16. Willingness to comply with "PROSAFE's General Conditions for Tender as attached to this specification.
17. Contractors accept that EASME (EU Agency managing the Horizon 2020 programme), the European Commission, the European Court of Auditors and OLAF (European Anti-Fraud Office) have the right to carry out checks, reviews and audits on contractors and subcontractors.

Bids assessed to have met the above Qualifying Criteria will be eligible for further assessment as below. Bids that do not meet the above Qualifying Criteria will be rejected.

4. Requirements for Lot 1: Network Connected Products

Definition of scope of products, as per the EU regulation:

'Electrical and electronic household and office equipment', means any energy-using product which:

(a) is made commercially available as a single functional unit and is intended for the end-user;

(b) falls under the list of energy-using products of Annex I of COMMISSION REGULATION (EC) No 1275/2008;

(c) is dependent on energy input from the mains power source in order to work as intended; and

(d) is designed for use with a nominal voltage rating of 250 V or below,

also when marketed for non-household or non-office use.

Products to be tested could include any products within scope of the ecodesign regulations below.

Relevant EU test standards:

EN 50564:2011 Electrical and electronic household and office equipment. Measurement of low power consumption

EN 50643:2018 Electrical and electronic household and office equipment. Measurement of networked standby power consumption of edge equipment

EN 303 423 V1.1.1 (2017-04) Environmental Engineering (EE); Electrical and electronic household and office equipment; Measurement of networked standby power consumption of Interconnecting equipment;

EN 50563:2011+A1:2013 External a.c. d.c. and a.c. a.c. power supplies. Determination of no-load power and average efficiency of active modes

Relevant EU regulations:

COMMISSION REGULATION (EC) No 1275/2008 of 17 December 2008 implementing Directive 2005/32/EC of the European Parliament and of the Council with regard to ecodesign

requirements for standby and off mode, and networked standby, electric power consumption of electrical and electronic household and office equipment.

COMMISSION REGULATION (EU) No 801/2013 of 22 August 2013 amending Regulation (EC) No 1275/2008 with regard to ecodesign requirements for standby, off mode electric power consumption of electrical and electronic household and office equipment, and amending Regulation (EC) No 642/2009 with regard to ecodesign requirements for televisions

Required services

The task comprises the following services (consider in context of the other requirements / assumptions detailed below):

1. Host a visit of around 2-6 EEPLIANT2 staff to the laboratory facility, as part of final stage of assessment process. Will include discussions of technical testing and logistical, timing and capacity issues with laboratory staff.

2. Appoint a primary contact person who has project management authority for the duration of the EEPLIANT2 project. Any change of appointed contact will be by agreement with the EEPLIANT2 WP5 Project Leader. Work with EEPLIANT2 staff by email/phone to plan the preparation, testing and reporting programme to achieve a workable and smooth process.

3. Confirm that products match the specification of the order and that they are undamaged. Take digital photographs of each product exterior before testing to demonstrate it is undamaged, show the main physical features and show the rating plate. Label image files recognisably and/or provide an index of images that is searchable by brand and model number.

4. Participate in constructive discussions when project meetings are held at laboratory premises and occasionally by email or conference call with project participants regarding practical ideas for improvements to test method, equipment, processes, project plan and issues around circumvention (closing loopholes, addressing other weaknesses). This is to help maximise benefits of the project and to inform the project team efforts to positively influence future development of test method, regulation, market surveillance good practice and test laboratory capacity in the EU. These discussions may involve other participating laboratories, by arrangement.

5. Test each product to the appropriate standard and issue an individual report that meets the requirements of both the relevant standard and regulation, and according to the recommended reporting format. Reports must record any sections of the testing process which were not carried out as agreed beforehand with EEPLIANT2. Reports should include:

    - A general photo of the product, product packaging and a photo of the product rating plate.
    - EEPLIANT Purchase Order/Batch Number
    - Laboratory Sample Number
    - Sample Requestor
    - Sample Request Initiated (date)
    - Product Arrived at Laboratory (date)
    - Manufacturer Name
    - Product Name
    - Serial Number
    - Product Type
    - Manufacturer Code (Alternative)
    - Test date
    - Test Engineer
    - Test Method Used
    - All other product test set up and reporting requirements in the relevant standard and regulation
    - Confirmation product compliance to all requirements in the regulation

For the purposes of costing and timing, assume that testing will be required according to the relevant EN test standard and to confirm product compliance all requirements in the regulation including:

- Determination of power demand in off mode, standby mode and networked standby mode
- Determination of whether a power management function or other similar function is available under all conditions required within the regulation
- Determination of time before power management automatically switches equipment into a condition having off mode, standby mode or networked standby mode
- Determination of power demand in any condition which is reached after engagement of power management functionality
- Determination of the delay time after which the product switches automatically into standby mode or off mode or another condition
- Determination of whether any wireless network connections can be deactivated

  Note: The final test report template will be agreed between PROSAFE and the laboratory ahead of testing.

6. The laboratory(s) will also be required to undertake supplementary investigations going beyond that specified in the regulations and the related test standards. Investigations will focus on the extent to which products' power demands and/or power management settings can be modified after installation. These investigations will include identifying whether power demands and power management changes can be altered via software updates and/or through user settings. Laboratories will be required to produce a report for each product documenting how power demands and/or power management settings may be changed through altered settings. Laboratories may be required to conduct supplementary power demand tests after settings have been changed and the product is in a condition(s) that would otherwise be off mode, standby mode or networked standby as required and as described in the Regulation. Laboratories will be required to conduct the power demand testing, as far as is possible, in line with a relevant listed EN test standards. Any supplementary tests must be discussed with, and agreed by, PROSAFE ahead of commencement. Laboratories will be required to produce reports identifying all findings and should include a photo of any options available to the user to change settings which impact power demand and/or power management settings.

7. For each product tested, provide a separate, short supplementary report that provides a professional view on whether the product meets the requirements of each part of the regulatory requirements and an overall pass/fail opinion. This should include:

   - observations on circumvention review including a brief summary of the type of product behaviour that was under scrutiny (for each standard used).

   - comparison table of parameters declared by supplier vs. measured in tests with comments on validity;

   - copies of any correspondence with supplier/manufacturer (note the confidentiality requirements above);

   - any other pictures of the product and its test set up that are deemed useful.

     Note: in all cases, the final decision on pass/fail is made by the relevant Authority.

8. Take digital photograph(s) of each product exterior as set up and ready for testing to show the setting within the laboratory and any other key aspects of the test. Label each image file recognisably and/or provide an index of images that is searchable by brand and model number.

9. Laboratories may be required to install a connection to a provider-controlled broadcasting service (i.e. subscription television service) to support testing of complex set-top boxes or be willing to travel to a location where an existing provider-controlled broadcasting service can be used to support testing.

10. Store each product securely until the test report is accepted by PROSAFE. In case of queries about the testing or measurements, products may be needed for the meeting to discuss test results or to return them to the laboratory for further testing. Approval of the test report may take multiple weeks if queries have to be resolved with suppliers (contractual payments will not be affected by any such delay, as long as reports meet the stipulated requirements).

11. Host a meeting of EEPLIANT2 project team staff at or near the laboratory to discuss the results, the test reports and experience of the testing process. This should include observations from laboratory staff on difficulties, queries and suggestions to improve any aspect of the EEPLIANT2 project, testing process, test standard and regulation. The meeting will be held soon after completion of the first batch of tests. It would be helpful for full understanding, if necessary, to include a visit to the test chamber with an example product. This could involve up to 10 visitors.

12. Provide an overall final report on the testing process for all products to include:
    - A detailed index table of the tests carried out (including model name/number, type of product, network type classification (i.e. HiNA equipment, equipment with HiNA functionality, other networked product), network type(s) connected during test, date of test, overall ecodesign compliance pass / fail conclusions, declared and measured power demand values, status of product: in storage/disposed of, list of any failure points);
    - Collated set of observations on any difficulties or queries with the test standard process or regulation;
    - A summary of any suggestions by the laboratory for improvement of the testing process, test standard and regulation;
    - Collated observations regarding circumvention and any recommendations on any known loopholes or other weaknesses in test standards or regulations;
    - Confirmation of which product(s) remain held in storage and any time or space restriction(s) on that storage. Also summary of disposal routes used for other units;
    - Annex including all individual product test reports.

Other requirements / assumptions

The tender is to meet the following requirements. Some of these are assumptions and if any change, the impact will be discussed in good faith with favoured bidders to agree a resolution before a contract is placed:

a) **Quantity:** The agreement foresees the testing of between 75 and 100 products in batches between November 2018 and July 2019. This timeline may change and any significant implications of changes to the timeline (e.g. of up to 3 months advance or delay) should be noted in the tender. The final number of products to be tested per contract depends upon overall price, throughput capacity of laboratories and number of laboratories appointed. The final number and timing will be decided in discussion with preferred bidder(s) before placement of the contract(s).

b) **Triple testing:** In some cases, three identical products may be tested in the same batch. Any cost savings in this case should be noted in the tender costing.

c) **Compliance opinion:** The purpose of the testing is so that the Market Surveillance Authority can decide whether a particular product complies with the applicable Ecodesign legislation. Decisions will include considering the test report provided by the laboratory in line with the relevant EU test standards as part of these services.

d) **Delivery:** The products to be tested will be delivered to the laboratory free of charge in original packaging, brand new. They will arrive either singly or in batches over a period of up to one month before the agreed testing batch is due to commence. Suitable chain of custody arrangements to receive and verify receipt of the correct product (as per prior notice by PROSAFE) must be made by the laboratory. Product software settings must not be altered from their "as placed on the market" state, unless dictated by the relevant EN test standard. Products remain the property of PROSAFE or the authority providing them throughout, unless released for disposal.

e) **Storage:** Products must be securely stored by the laboratory between their delivery to the laboratory (or an agreed facility) through testing and until collection by PROSAFE or permission is given by PROSAFE in writing for its disposal. Storage must be in a dry and temperature-controlled facility with controlled access by personnel. Products must be kept secure from tampering before and after testing. PROSAFE will ensure that, before the end of the contract, each product is either collected, approved for disposal, or a contract to extend storage is in place with the relevant authority. The cost of storage to the end of the testing contract should be included in the overall price and assume that no more than half of the products will be stored for more than 4 months after completion of their test. The cost of storage beyond the end of the testing contract will be agreed for use in a separate contract between the laboratory and the authority which supplied the product(s).

f) **Disposal or return:** Products may be released for disposal by the laboratory after completion of testing. PROSAFE request that this is done in a socially and environmentally responsible way such as through donation to a charity or worthy local cause, or at very least that the units are not wasted (for resource efficiency). Confirmation of disposal and route will be required as part of the final report. Proposals are invited on positive disposal and may be used in the assessment in the case of equivalent bids.

g) The contract will operate under Dutch law.

5. Financial Proposal Requirements

The tenderer must quote all prices inclusive of VAT. PROSAFE is not able to recover VAT and does not accept the reverse charge method.

Terms of offer must be valid for acceptance (or negotiation) for at least 3 months from submission.

Invoicing will be upon satisfactory completion of each batch of testing.

The tenderer is requested to quote prices in the following format:

For Lot 1: Network Standby

In order for pricing of tenders to be relatively simple whilst allowing EEPLIANT2 to set up contracts that deal the most efficiently with testing demands, we define the 'Testing service' as below so that the costs for support functions are distributed across the products tested. The 'Testing service' comprises:

- Planning of testing programme;
- Receipt of products and storage until test;
- Storage after test until disposal or end of contract (see assumptions above regarding this);
- Images of products
- Testing of each product as specified. Any significant differences in the price of testing to the different standards should be explained in the proposal and if necessary costed separately;

- Potential installation of digital broadcasting services to support testing of complex set-top boxes or travel to a location to conduct testing where such a digital broadcasting service is already available.
- Standard report as agreed but based on that in the relevant EU test standard(s) (where relevant);
- Separate report on circumvention checks, compliance recommendation etc. as described in requirements section above
- Meeting to discuss results as per requirements above
- Final report

Item	Price (€) including VAT	Comment
Testing service per product as required in Regulation and relevant EN Test Standards	[€ x] per **product**	Prices may be split by listed EN standard if necessary. To reduce product set up times, supplementary tests will be conducted directly after testing to the main regulatory tests.
Supplementary investigation tests on low power mode(s) (beyond regulatory test and conducted consecutively with main regulatory test)	[€ x] per **product**	
Bulk discount for testing service per additional product(s) as required in Regulation and relevant EN Test Standards	% discount after bidder defined number products	Laboratories are invited to provide a bulk discount rate after a defined number of products. Laboratories should include the discount rate in % per product and identify how many products need to be tested before the discount rate can be applied to future product tests. Prices may be split by listed EN standard if necessary.
Bulk discount for supplementary investigation tests on low power mode(s) (beyond regulatory test and conducted consecutively with main regulatory test)	% discount after bidder defined number products	
Installation of digital broadcasting service (satellite)	[€ x] per **product**	Costs may include initial installation fee and any subscription charges for the minimum period allowable under contract with the digital broadcasting service provider.
Installation of digital broadcasting service (cable)	[€ x] per **product**	
Test of product connected to digital broadcasting service (cable or satellite) located offsite but within same country as tendering laboratory	[€ x] per **product**	Product testing at offsite location will need to be conducted to same standards as laboratory-based testing
Discount offered for 3 identical products in one batch	[€ x] reduction on testing service per trio of identical products	This is to account for triple testing where potential non-compliances are identified in first test
Cost for disposal of products	[€ x] per product	Note any caveats or variation by type, number etc.

6. Tender documentation

The tender should comprise:

- Brief overview of your organisation and/or consortium.
- Section confirming compliance with qualifying criteria which is headed 'Qualifying Criteria' and has sub-headings numbered as per section 3 of this specification (yes/no with explanatory sentence or short statement (if necessary) on each).
- Section confirming your understanding and acceptance of the Scope, Test Standards, Regulations, Required Services and Other Requirements / Assumptions for the Lot. With explanatory sentence / short statement on items if necessary (number sub-sections as per sections 4 and 5). Observations or comment on these are welcome in a short additional section, but the costing must be provided in line with the requirements.
- Section addressing the Assessment Questions as below, with sub-sections labelled as per the corresponding question letters (A, B, C etc).
- Financial proposal as per the table(s) in section 6 of this Specification. For fair assessment, please provide an offer for services as described in this specification.
- Section offering any additional information or observations on the proposed testing programme or price reduction options that may be relevant to planning and evaluation of offers.

Assessment questions

General questions:

A. **Team:** Please describe the staff/team who will carry out the testing and associated tasks (number, individual experience, qualifications, involvement in development of test standards, technical product design consulting etc). Include a short summary CV of the lead technical expert(s).

B. **Management:** Please describe briefly how your organisation ensures that the systems that resulted in laboratory accreditation are implemented and maintained in daily work. Give at least two examples of specific management practice that help to achieve this.

C. **Round robin:** Please describe any experience of participation in round-robin testing.

D. **Cooperation:** Please indicate your experience of sharing experiences with other laboratories, cooperation, jointly developing good practice etc[1] - note that this aspect is desirable but not essential to success of the tender.

E. **Storage:** Please indicate how you propose to store the products securely and if restrictions on quantity or time apply.

F. **Testing experience:** Please describe the experience of your team (collectively) of carrying out product testing to the relevant standard(s) and regulation. This should include identification of the number of tests conducted in the past 5 years in accordance with the relevant standard(s) or similar standards (list similar standards). Please indicate if you have recent customer references that could be followed up as part of the assessment.

G. **Technical experience:** Please describe any technical experience of the team regarding interpretation of test results to infer behaviour of the product and its control system or development of standards. For example, any experience of applying knowledge to product development, development of test methodologies (which TC/SC and WG), screening for circumvention etc.

H. **Optimising throughput:** What are your proposals on how to manage and optimise throughput capacity over your preferred phases of testing over the indicated period? Please indicate:

[1] Although EEPLIANT2 cannot fund or coordinate a round robin test, it would view positively a coordination between labs to learn from these tests through sharing information and experiences.

i. How your staff and assets can be used to optimise throughput, given the staff resources, size and other equipment available to your laboratory.

ii. The maximum number of product tests that can be ongoing at the same time (i.e. over the same day(s) of test). Note that this can exclude the physical process of set-up, which does not need to occur in parallel; and it should only assume use of resources that would be made available for this work (i.e. excluding staff or assets that are committed to other contracts during the required period).

iii. Approximately how many products of a mix of types can be processed per week or per month; note any caveats on this and how long is needed between completion of one test and start of the next test set-up; and between end of a test and delivery of the test report.

iv. If there is a maximum number of products total or per period that you would wish to impose or any other restrictions on capacity that PROSAFE should bear in mind for planning. These will not necessarily count against your bid and could help it if you indicate how they can be managed.

v. If proposing to carry out testing, please describe if/how the joint testing work can be organised and phased to make best use of your resources and capacity, including how many products can be processed in a given period.

vi. Any significant implications of changes to the timeline (up to 3-month delay or some acceleration).

I. **Circumvention:** Please indicate how your team would screen for circumvention during the test of any given product. Consider what types of behaviour or design aspects might indicate circumvention. Proposals may be considered at a later stage for any additional test(s) or variations of the test method that could provide evidence of circumvention.

J. **Reports:** Please provide a copy of your proposed standard reporting template and an example of a standard report from a previous test (anonymised/redacted as necessary).

K. **Disposal:** Please indicate how you propose to dispose of products responsibly.

7. Questions about this specification

Any questions of clarification or other queries about the tender requirements or specification must be submitted in writing to info@prosafe.org and copied to jonathan.wood@tenvic.com with the subject header '*URGENT: Question for WP5 Tender*'. Only questions submitted in this way can be answered, in fairness to all bidders.

Questions must be received by 10am CET Friday 17th August 2018.

Anonymised question(s) and response(s) will be circulated to bidders who have registered their interest and will be accessible on the EEPLIANT website via: http://eepliant.eu/index.php/news.

8. Tender and contract timeline

1. Tender published on EEPLIANT2 and PROSAFE websites on 25th July 2018. All interested bidders that registered with PROSAFE beforehand will be notified directly by email at the same time.
2. Deadline for submission of questions about the specification: 10:00 CET **Friday 17th August** 2018.

3. Deadline for electronic submission of tenders: 17:00 CET on **Friday 7th September 2018.** Hardcopy tenders must be sealed and posted by 17:00 CET on **Friday 7th September 2018** and arrive at PROSAFE offices by 16:00 on **Monday 10th September 2018.**
4. Tenders must be sent to the offices of PROSAFE Office in hardcopy (Avenue des Arts/Kunstlaan 41, 2nd floor, B-1040 Brussels, Belgium) and via email to info@prosafe.org. with the subject header 'WP5 Tender' and copied to the relevant Activity Facilitator(s): Jonathan Wood (jonathan.wood@tenvic.com).

Tenders received after the deadline cannot be assessed.

5. PROSAFE aims to notify preferred bidders by **Friday 28th September 2018**.
6. Clarification of bid details and implementation options with preferred bidders during late September/early October 2018.
7. Laboratory visits as part of the assessment process to be held between 3rd October 2018 and 12th October 2018 by mutual arrangement.
8. Successful bidders notified by end of October 2018.
9. Contracts will be signed with the successful bidders during October/November 2018.
10. Receipt of products begins in November 2018; testing commences November 2018 and is anticipated to extend to July 2019.

9. Assessment of tenders

The selection process will be as follows:

1. Screening of tenders for compliance with the qualifying criteria (any non-compliant bids will be rejected).
2. Assessment of qualifying bids based on the assessment criteria below leading to selection of preferred bidders.
3. Preferred bidders contacted to arrange potential laboratory visit and discussion of the testing plan.
4. Assessment of tenders based on bid documents and visit results.
5. Review of any preferred bids taking into account most advantageous delivery and best value overall.
6. Final selection of bidders and decision on number of products to be tested and distribution between bidders.

The selection will be based on the following assessment criteria:

A. Technical quality and capacity (as detailed in section 6) – 60% weighting:

- Responses to the assessment questions will be evaluated by the EEPLIANT2 WP5 members and PROSAFE using an established scoring and weighting evaluation procedure.
- Each of the assessment questions B (Management), F (Testing experience) and G (Technical experience) will be given twice the weighting of other assessment questions.
- Scoring of the responses will be based on:
  - How convincing the proposal is of ability to carry out the programme of work to a professional quality and technically proficient standard;
  - How convincing the proposal is of ability to manage a well-planned and timely throughput of testing to meet project needs;
  - Quality and quantity of bidder's experience of similar work, for the organisation/consortium as a whole and for the named individuals;
  - Outcomes of potential visit to the laboratory as part of the assessment process (to aid in confirmation of responses provided to section 6);
  - PROSAFE's overall impression of the bidder's ability to undertake the job to a high standard and within the required timescale.

B. Overall value for money (as detailed in section 5) – 40% weighting.

10. Standard terms and conditions for the contract

Please see the attached standard terms and conditions that will apply for the contract.

With best regards,

Ioana Zlotila

Executive Director